

CITY TREASURER

General Statement of Duties: Performs or supervises difficult sub-professional accounting tasks in keeping financial accounts and records with regards to Accounts Receivable, Bond Obligation Redemptions and Investments.

Distinguishing Features of the Class: This position involves responsibility for short and long term investment of City revenue while maintaining sufficient cash to cover accounts payable. The work is performed under general supervision with incumbent exercising independent judgement and initiative in analyzing the financial market trends and making investments. Incumbent is also responsible for collection and accounting of all receivables as well as supervision of Treasurer's office.

Areas of Accountability:

1. Establishes and maintains records of Debt Retirement.
 - Calculates principle and interest on bond issues and maintains total debt retirement schedule;
 - Pays bond coupons as surrendered;
 - Maintains up to date records of due but un-surrendered bond coupons;
 - Maintains register of bondholders;
 - Finalizes bond sales transaction, delivering bonds and obtaining authorized signatures.
2. Invest City revenue according to government regulations.
 - Analyze investment trends and rates and makes investments accordingly in order to maximize the City's interest earnings;
 - Ensures that all available cash is invested at all times;
 - Prepares monthly and annual investment reports for the Finance Director.
3. Oversees daily activities of the Treasurer's office.
 - Collects and accounts for all receivables on a daily basis;
 - Supervises the billing for ambulance services;
 - Maintains effective working relationships with local banks;
 - Oversees parking meter enforcement.
4. Supervise clerical and accounting personnel in accordance with personnel policies.
 - Plans and assigns work;
 - Recommends hiring, evaluation and discipline of staff in accordance with EEO practices, Civil Service rules and other City policies and procedures;
 - Instructs subordinate employees on proper work procedures;
 - Review and evaluate performance of subordinate employees.

5. Miscellaneous

- Serves as member of police and fire pension board;
- Provides information to City staff and the general public.

Required Knowledge, Skills and Abilities: Knowledge of clerical methods used in keeping financial accounts and records; familiarity with banking systems, terminology, procedures, routines and equipment; knowledge of laws dealing with the handling of public monies and the investment thereof; good oral and written communication skills, as well as the ability to work well with others; ability to plan, supervise, and to constructively criticize the work of others.

Acceptable Experience and Training: A high school diploma is required along with a college degree in a related area such as Business Administration, is preferred. Major area of emphasis in college should be economics, finance/banking and accounting. Experience in cash management and investments is a must, or any equivalent combination of experience and education which provides the necessary knowledge, skills and abilities to perform the duties now attributable to this position or may be assigned at some later date.